

**Announcement No: T38-04-104**

**Opening Date: 12/1/03**

**Closing Date: Until Filled**

**Department of Veterans Affairs**

**Medical Center**

**Portland Oregon**

**V a c a n c y   A n n o u n c e m e n t**

**POSITION:** Occupational Therapist GS-631-9, Target GS-10, or GS-10

**NUMBER OF VACANCIES:** One Full-time position

**FUNCTIONAL STATEMENT:** Occupational Therapist

**TYPE OF VACANCY:** Permanent

**SALARY RANGE:** GS-9: \$40,126 to \$52,164; GS-10: \$44,188 to \$57,446 per annum

**NOTE 1:** Eligible employees may be non-competitively re-assigned to fill this position as an exception to merit promotion.

**NOTE 2:** First consideration will be given to those who respond by 12/15/03.

**NOTE 3:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE 4:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

**NOTE 5:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.

**NOTE 6:** A pre-employment physical examination may be required for any applicant tentative selected from outside the VA Medical Center.

**NOTE 7:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

**NOTE 8:** This is a Bargaining Unit Position.

**TOUR OF DUTY:** Position is day shift. The work conditions may require a change in the tour of duty.

**LOCATION:** This position is located in Rehabilitation & Long Term Care Division, Vancouver WA Division, however it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.

**AREA OF CONSIDERATION:** First area of consideration will go to current permanent employees of this medical center including Willamette National Cemetery, Regional Counsel and Veteran Outreach Center. Second area of consideration will go to any qualified U.S. Citizen

**DUTIES:** The complete functional statement may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract: The incumbent provides Occupational Therapy for patients with physical disabilities limiting independence in self-care and living skills. Independently plans, develops, and implements Occupational Therapy services including patient care, staff in-servicing, and clinical education. The incumbent evaluates and treats patients with multiple medical problems involving physical, psychosocial, and cognitive disabilities. Evaluates and treats patients appropriate to diagnosis and age. Assists multidisciplinary medical team in coordination of patient's treatment and discharge planning. Communicates with patients, families, treatment team members, and other Medical Center personnel and associates in the community to provide comprehensive services. Utilizes aides, students, and volunteers to implement Occupational Therapy services. Maintains patient attendance records and other statistics required by the service/section/program assignment. Assists in policy and procedure development, the development of Quality Assurance monitors, and the development of standards of care to insure compliance with accrediting and professional organizations. The Incumbent is responsible for proper supply inventory levels and clinical maintenance for the Occupational Therapy Clinic. The incumbent provides training for OT Practicum students in assigned program. Assists in developing and upgrading student training program content. Provides in-service and clinical training programs to staff to promote and enhance professional development.

**QUALIFICATION REQUIREMENTS:** OT Qualification Standards VA Handbook 5005, Part II, Appendix G14 for GS-631 series, applies and may be reviewed in Human Resources Management Division. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" and meeting appropriate physical requirements are applicable.

**Education Requirement:** This position requires a degree or post baccalaureate certificate in OT from an AOTA registered program, and certification as a Registered Occupational Therapist.

**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified candidates will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

**HOW TO APPLY (First Consideration Applicants):** In order to be considered for this vacancy, interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment, to be received in Human Resources Management Division (P4HRMS). This form is available in Human Resources Management Division.

**HOW TO APPLY (Second Consideration Applicants):** In order to be considered for this vacancy, interested applicants must complete and submit:

- A. VA Form 10-2850c, Application for Associated Health Occupations. **REQUIRED**
- B. OF-306, "Declaration for Federal Employment. **REQUIRED**
- C. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- D. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)

You may obtain these forms by contacting one of the Personnel Clerks at (503) 273-5236 or you may visit the Human Resources Management Division Office, Building 16, Room 300, 3710 SW US Veterans Hospital Road, Portland, OR 97207. You can return or mail your completed application to the below address **ATTN: Announcement T38-04-104**

**HOW TO OBTAIN FORMS**

**Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)**

**In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)  
Portland, OR 97239. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. First consideration will be given to those who apply no later than 12/15/03, however this position will remain open until filled. Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

DB/rgf